

San Xavier District – Tohono O'odham Nation HUMAN RESOURCES OFFICE

2018 W. San Xavier Rd. • Tucson, Arizona 85746 • Phone: (520) 573-4016/4018

Fax: (520) 573-4089 • Email: hr@waknet.org

Name: _____

Date: _____

Important Notice for Applicants

Thank you for your interest in employment with the San Xavier District (SXD) of the Tohono O'odham Nation, an equal opportunity employer.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The San Xavier District is committed to equal employment opportunity and values being a great place to work and strives to maintain a safe and drug-and-alcohol-free environment. We respect, value, and welcome diversity in our workforce and our guests and suppliers.

The San Xavier District considers all applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

When filling vacancies, per the Indian Preference Act (Title 25, US Code, Section 472 and 473), the San Xavier District gives preference to (in sequential order):

- 1.) San Xavier District-enrolled members.
- 2.) Tohono O'odham Nation-enrolled members.
- 3.) Any other Native American candidates.
- 4.) All other qualified candidates.

EMPLOYMENT APPLICATION PROCEDURES

1. Submit the following on or before the closing date noted on the job announcement (use as a checklist) :

- ___ Completed application with original signature.*
- ___ **Three (3) reference letters that are dated within one (1) year of current date.**
- ___ Copy of High School Diploma or General Education Diploma (GED)
Applicants may submit their Associate's Degree, or higher, in place of their High School Diploma or GED.
- ___ Copy of Tribal Enrollment Card or Certificate if claiming Native American preference.
- ___ Copy of Drivers License
- ___ 39-month Motor Vehicle Record (MVR)

2. How you complete the application is essential. HR screens applications to determine if you meet the position's minimum qualifications. **Ensure to list all paid and unpaid work history.** SXD Human Resources does not score a resumé. Therefore, please do not insert "see resumé" on the application, or it will be considered incomplete.

3. Submit your application and supporting documents in-person **or** mail to:

San Xavier District
Attn: Human Resources
2018 W. San Xavier Rd.
Tucson, AZ 85746

4. All positions with the San Xavier District require a High School Diploma or a GED **and** a valid Arizona Drivers License. Some positions require extensive background checks, including fingerprints. These are the San Xavier District's terms of potential employment will not waive them.



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Please print clearly throughout the application.

Human Resources Office Only

Date Received:

Title of SXD Position
 Applying for: _____

How did you learn about this vacancy: _____ Would you consider temporary employment? **YES NO**

Have you previously worked for the San Xavier District? **YES NO** If Yes, list approximate dates: _____

Personal Information

Name: _____
 Last First Middle

Social Security #: _____ Are you known by other names while previously employed? **YES NO**

If YES, list name: _____
 Last First Middle

Address: _____
 P.O. Box/ Street Address City State Zip Code

May we contact you through e-mail? Yes No
If yes, please provide e-mail address.

E-mail Address _____

Main Contact number: (_____) _____ Secondary Contact number (optional): _____

Native American Preference

If not claiming Native American preference, skip to Military section.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, the San Xavier District gives preference in filling positions to qualified Native American candidates according to the Indian Preference Act (Title 25, US Code, Sections 44-46, 472 473).

Are you a member of the San Xavier District? YES NO	TON Enrollment #:
Are you a member of the Tohono O'odham Nation (TON)? YES NO	(Skip to Military Section)
If you are not enrolled with the Tohono O'odham Nation, are you registered with another Federally recognized Tribe? YES NO	Proof of documents attached? YES NO
If yes, Name of Tribe: _____	Tribal Enrollment #: _____

Military

Are you a Veteran? YES NO	If no, skip to Page 2.	Branch & Dates of Service:
Rank & Type of Discharge:	Date of Discharge:	

Name: _____

General Information	
Are you employed now? YES NO	May we contact your present employer? YES NO
Are you a US Citizen? YES NO	Are you over the age of 18? YES NO (If you answered NO, employment is subject to verification of minimum legal age)
Do you have a valid driver's license? The San Xavier District mandates a Drivers License for all positions.	YES NO
Do you have any DUI's or major traffic offenses within the past three (3) years?	YES NO
Have you been convicted of a felony in the past ten (10) years which has not been annulled, expunged or sealed by a court?	YES NO
If Yes, please explain. Include date, place, details, and disposition of the case (A conviction does not automatically mean that you cannot be considered for employment). Use a separate sheet of paper to complete this question.	

Indicate Language(s) you: (Other than English)	Understand	Speak	Read	Write	Degree of Proficiency

Specialized Training
List any specialized training, apprenticeship, and skills you may have received that relates to this position (include number of hours and course content)
List any job-related certificates or licenses that relate to this position.
List any office equipment proficiencies/software/word processing applications you are familiar with?
Current typing speed: _____

Education	Name and Address	Course of Study	Did you Graduate?	List Degree(s) Awarded
High School		N/A	The SXD mandates a Diploma or GED for all positions.	Circle one: Diploma or GED
Business or Trade School			YES NO	
College or University			YES NO	
Graduate School or Other			YES NO	

Name: _____

“Resumes are not accepted in lieu of an official application.”

Company's Name: _____	Supervisor's name: _____
Job Title: _____	Supervisor's Title: _____
Address: _____	Phone Number: _____
City/State/Zip: _____	How many people did you supervise: _____
Worked From (mo/yr): _____ To (mo/yr): _____	Starting pay: _____ Ending Pay: _____
Average hours worked per week: _____	Reason for leaving: _____
Describe Work Skills: _____	

Company's Name: _____	Supervisor's name: _____
Job Title: _____	Supervisor's Title: _____
Address: _____	Phone Number: _____
City/State/Zip: _____	How many people did you supervise: _____
Worked From (mo/yr): _____ To (mo/yr): _____	Starting pay: _____ Ending Pay: _____
Average hours worked per week: _____	Reason for leaving: _____
Describe Work Skills: _____	

Relatives			
List name(s) of relative(s) working for the San Xavier District:			
Name	Relationship	Department	Title
Name	Relationship	Department	Title
Name	Relationship	Department	Title

I, _____, declare that the information provided by me in this application is accurate and complete to the best of my knowledge. I understand that any deliberate falsification, omission, or misstatement of facts in my application or resulting interviews could result in termination of my employment. I understand the application and all supporting documents are the property of the San Xavier District and understand that if I am hired, I am required to abide by all rules, regulations, and policies of the San Xavier District.

Signature: _____ **Date:** _____



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To: Chief of Police, Tohono O’odham Police Department

I, _____, in consideration of my employment or being considered for employment (applying for the
(Print Name)

_____ position in the _____ Department), by the San Xavier
District of the Tohono O’odham Nation, do hereby give permission to release any information on the following to the Human Resources
Officer:

- Conviction of a felony
- Misdemeanor or conviction within the past twelve (12) months
- Conviction for DUI or other major traffic violations within the past three (3) years.

I also attest that I have never been convicted of a felony or misdemeanor involving moral criminality. I authorize and consent to the disclosure by and to any law enforcement agency, department, or officer, to the Tohono O’odham Nation and the Bureau of Indian Affairs, or any of their officers or agents, any information that they may have or procure concerning my record or character. Therefore, I waive any protection I may have to the confidentiality thereof and release them from any claim that may arise on account thereof or the release or dissemination thereof.

Under penalty of perjury, I verify all information provided in the employment application and this release are true. I understand the District will conduct a criminal history record check as a condition of employment. I further consent to a record check that may require me to submit to a nationwide fingerprint check depending on the position I am applying for.

Dated this _____ day of _____, 20_____

SIGNATURE OF APPLICANT

Witness – Human Resources will complete: _____

Name _____

Address _____

Telephone Number _____

Applicant Information (Please complete the following):

Date of birth: _____ Social Security Number: _____ - _____ - _____

Driver’s License Number: _____ Class: _____ Expires: _____

Address, City or Village, & State of residence for the past five (5) years:



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Authorization of Release of Information

I, _____, in consideration of my employment
(Print Name)

or being considered for employment by the San Xavier District (SXD) of the Tohono O'odham Nation, authorize any and all individuals, partnerships, corporations, entities, or governmental agencies (tribal, State, county, or federal) to release information to the SXD Human Resources office regarding my past employment with your company and any additional information as required.

Under penalty of perjury, I verify all information provided in the employment application and this release are true. I understand the SXD will conduct a criminal history record check as a condition of employment. I further consent to a record check that may require me to submit to a nationwide fingerprint check depending on the position I am applying for.

Signature: _____ Date: _____

Social Security Number: _____ - _____ - _____

Signature: _____ Date: _____

Witness (Human Resources will sign and date when you submit paperwork).